

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G



1 May 1969

To: All Training Officers of the Agency

## INTELLIGENCE BRIEFING

FOR Professional employees who have briefing responsibilities.

DATES 19 May - 11 June  
A total of 24 hours given in three-hour sessions twice a week (Monday and Wednesday for four weeks).

LOCATION Room 503, 1000 North Glebe Road

DESCRIPTION Instruction and practice in the basic techniques of intelligence briefing using seminar discussions of briefing objectives and problems, preparation and delivery of assigned briefings, and class and instructor critique of performance. At least two of the briefings will be video-taped. Also covered are platform techniques, audience and occasion analysis, substantive organization, coherence and clarification devices, design and use of briefing notes, design and use of visual aids, answering questions, and briefing-team techniques. Briefing assignments are tailored to the areas of specialization and responsibility of the individual class members.

REGISTRATION Form 73 should be submitted to TR/ISS/AIR, Room 832 Glebe, as soon as possible.

ADDITIONAL INFORMATION Call [redacted] on extension [redacted] for information on course content, or TR/ISS/AIR, extension [redacted] for registration assistance.

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SECRET

GROUP 1  
Excluded from automatic  
downgrading and declassification